

1 Course Overview

About This Training Session

This training class is designed to give you information and practice in learning how to use Service Authorization Request selected and Provider Management functionality within CMS Net Web. The materials that will be made available to you include:

- CMS Net Web User Manual (step-by-step reference guide to CMS Net Web)
- CMS Net Web Online Help (CMS Net Web)

Objectives

At the completion of this section, you will:

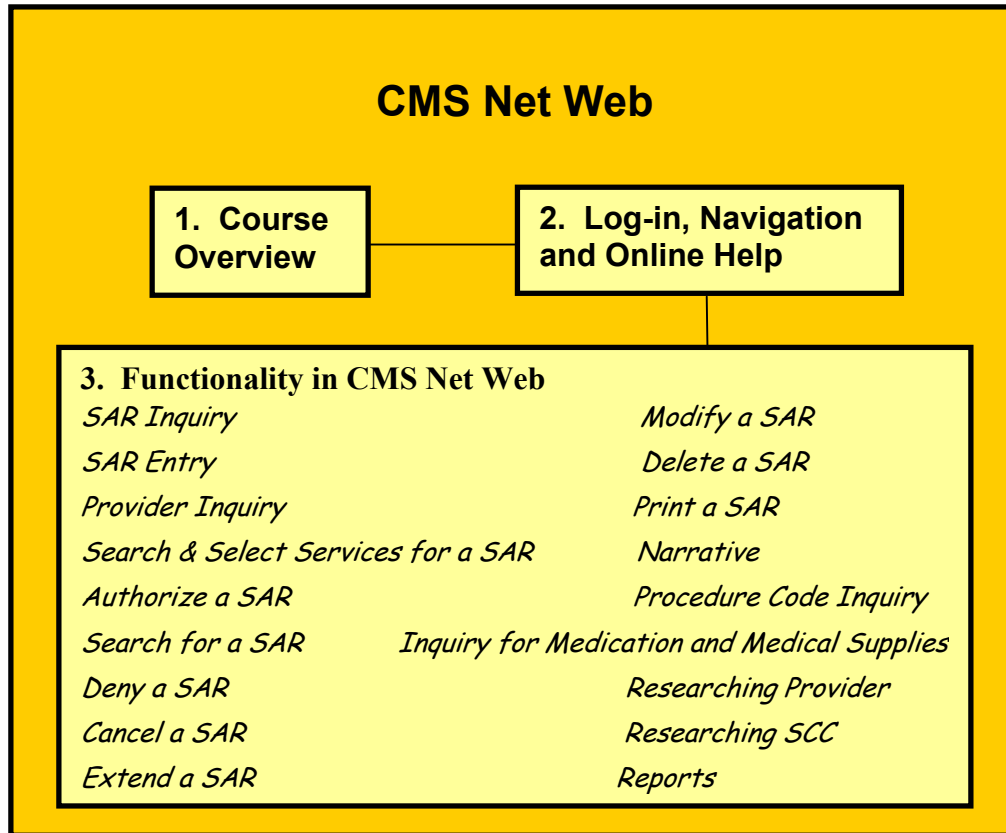
- Have an understanding of what will be covered in the *CMS Net Web* course
- Be familiar with the agenda
- Receive answers to any questions you may have before the class begins

Revision History

Date Revised	Change
6/24/04	Sections 7.1.9, 15.1.6, - Update Units and Quantity definitions Section 2.1 – Update Web Addresses for Production and Training
8/16/04	Section 1.4 – Updated flow for SARs requesting State Approval Section 7.1.4, 7.1.7 - Updated how to search for Medical and Dental Service Code Groupings (SCG) Section 7.1.9 – Added modifier information and descriptions
8/31/04	Section 1.3 – Updated Table of Contents Section 3.2 – Updated Administration Screen access definition Add Diagnosis codes to all screen shots
9/10/04	Section X - Add revision history Section 1.3 – Updated Table of Contents
12/28/04	Separated CMS Net Web User Guide into individual chapter sections. <ul style="list-style-type: none"> • Add ability to generated NOA from Cancel and Deny screens • Remove radio buttons from Client/Provider/SAR searches • Add new selection on view SAR screen to allow entry of new SAR for same client • References to modifiers updated to include 11/1/04 updates • Added new selections to distributions • Primary and Secondary DX added to enter SAR screen
02/09/05	Formatting and section renumbering to facilitate training

1.1 Course Material for CMS Net Web

Notes



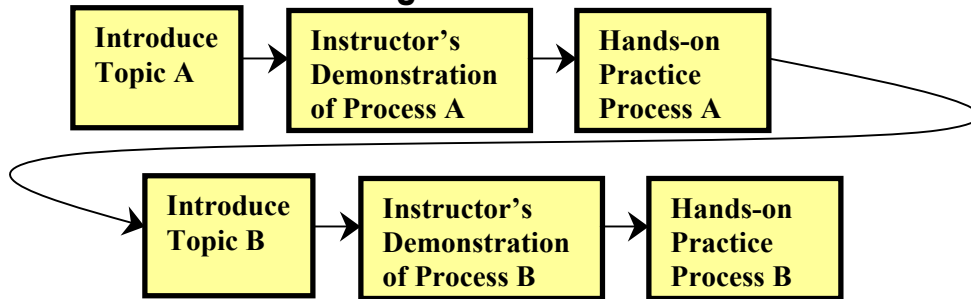
Here is a graphic showing the content covered in this training session. First an overview of the course will be covered. The next two sections will cover logging into CMS Net Web, followed by navigation and online help of the new system. The majority of the training session will cover the specifics of functionality in CMS Net Web.

1.2 Course Agenda

** Note: Questions can be asked throughout the day.*

Time	Schedule Description	Manual Section(s)
09:00	Welcome & Introductions	
09:10	Course Overview –Agenda, Approach to Hands-On Practice	Section 1
09:20	Login, Navigation and Online Help	Sections 2-5
09:30	Discuss the Interfaces that Feed into and from CMS Net Web	
09:40	Researching Physician (Paneled) Provider Researching Inpatient (Approved) Hospital Researching Special Care Center	Sections 6-7
10:00	Inquiry into Procedure Codes	Section 8
10:15	Inquiry into Drugs Requiring Authorization and Medical Supplies	Section 9
10:30	Discuss Business Rules/EPSTD Approval Process	Sections 10-12
10:40	- BREAK – 10 Minutes	
10:50	Enter an Inpatient SAR Discuss SAR Override	Section 13
11:20	Enter a Paneled Provider SAR	Section 14
11:40	Enter a Pharmaceutical SAR	Section 15
12:00 – 1:00	- LUNCH – One Hour	
01:00	Authorize SAR / SAR Override	Section 16
01:30	Narrative, Print SAR	Sections 17-18
01:45	Modify Pending SAR	Section 19
02:00	Extend SAR	Section 20
02:20	Cancel SAR	Section 21
02:35	Deny SAR	Section 22
03:10 – 03:20	- BREAK – 10 Minutes	
03:20	Delete a Pending SAR	Section 23
03:30	SAR Inquiry	Section 24
03:45	Reports in CMS Net Web	Section 25
04:00	SAR Examples	Section 26
04:15	SAR Special Instructions	Section 27
04:30	FAQ, Course Evaluations, Wrap Up	Section 28

1.3 Process for Training



1. TOPIC INTRODUCTION

The instructor will introduce each topic starting with brief lecture. These section topics define learning objectives. Then the instructor will give a description of the topic and how it relates to the other section topics. Whenever possible, the topic will also be discussed in relation to job-specific functions.

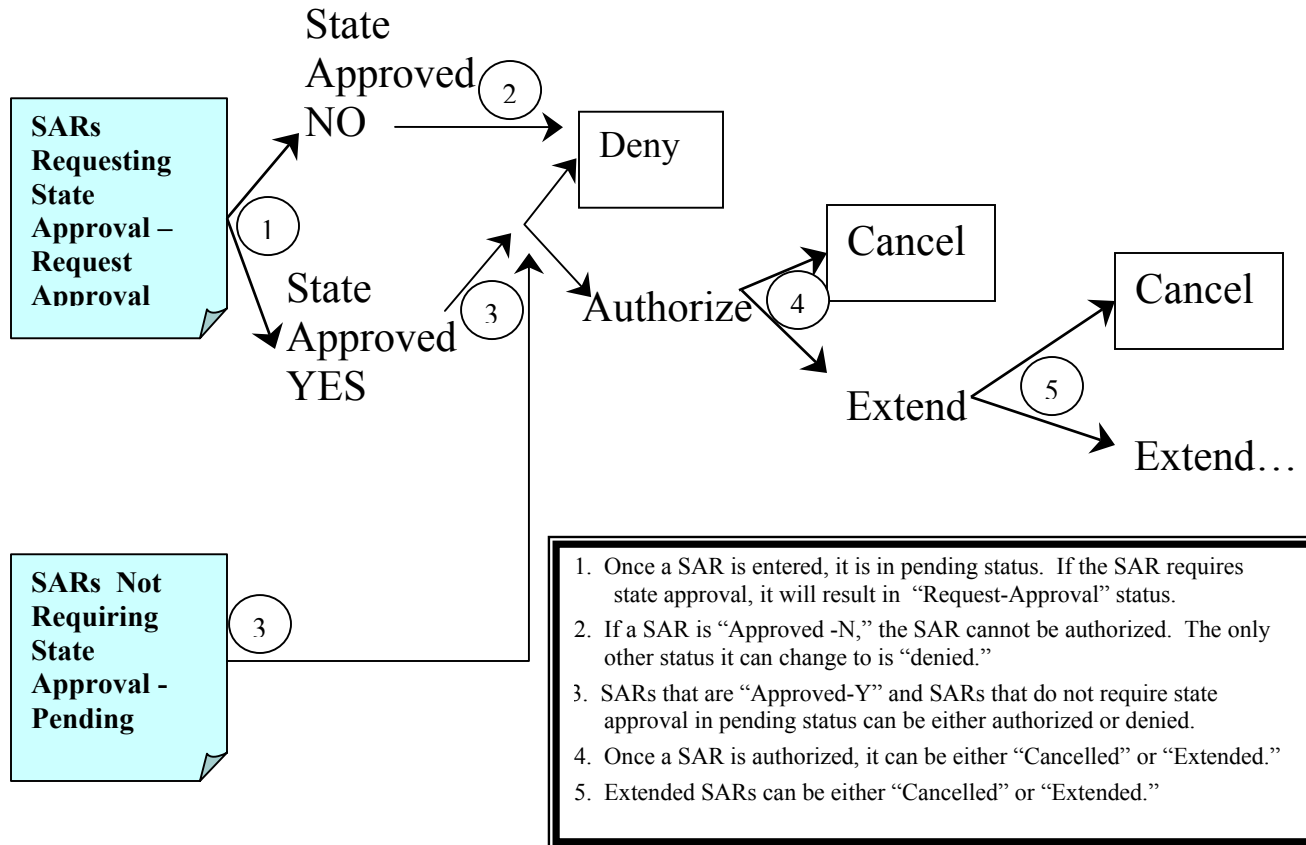
2. INSTRUCTOR'S DEMONSTRATION

The instructor will lead demonstrations in the CMS Net Web, thereby reinforcing the concepts introduced in the introduction.

3. HANDS-ON PRACTICE

The instructor will provide time in the schedule to allow users to practice using CMS Net Web during each section covered in the agenda. These hands-on practice scenarios allow users to practice transferring information from paper-forms for providers and SCCs into CMS Net Web.

1.4 Status of Service Authorization Requests (SAR) in CMS Net Web



This training material centers on Service Authorization Requests (SAR) in CMS Net Web. The graphic shows the different statuses that a SAR may undertake.

SAR Number Assignment

Prefix of: 91 = EPSDT-SS SAR
97 = All other SAR

Last digit of: 1 = Manually entered NDC
3 = Manually entered price (allowed if EPSDT-SS and no price on procedure master file)
0 = All other SAR

middle numbers are sequentially assigned